

CIVIL SERVICE DEPARTMENT  
REQUEST FOR CIVIL SERVICE COMMISSION ACTION GUIDELINES

**REQUEST FOR EXTENSION OF PROBATION**

**Civil Service Rules and Regulations      Section 41 (2)**  
**Civil Service Commission Policy        Section 1.01**

Form completed by: Sandra Kennedy/Admin Officer/Financial Management  
Name/Title/Department

Date: 05-14-20

**Section 1: To be completed by requesting department.**

To be completed  
by department

Civil Service Dept.  
Verification

A requisition is not required.

✓

ST

Is any other department impacted?  
If yes, which department: \_\_\_\_\_

Yes **No**

ST

A completed Employee Performance Evaluation is required. Has the form been  
received in the Civil Service Department? \_\_\_\_\_

**Yes** No

ST

**Section 2: Points to be addressed in request:**

Formal name and current classification title of employee. **Carlos Ramirez**

✓

ST

Summary of employee's work history, specifying all classification titles and dates,  
including date(s) permanent status was attained in each classification.

✓

ST

The date the employee will complete probation. **Date: July 6, 2020**  
Request must be submitted 30 days prior to completion of probation.

✓

ST

A statement of the problem and specific reasons for request. Rationale as to how/why  
an extension will allow employee to pass probation.

✓

ST

Which policy criteria is being utilized and how the request meets the criteria required in  
the policy.

✓

ST

Length of extension requested. **3 months**  
(A maximum extension of 3 months may be requested; a second 3- month extension  
may be requested at a later date, if necessary.)

✓

ST

The following should be in attendance at the Civil Service Commission meeting:  
• Requesting department.  
• The impacted employee's attendance is optional.

✓

ST

**Notes:**

Original Hire Date: 01/06/2020; Original End of Probation Date: 07/06/2020  
Applicable Policy -CS P&P 1.01; CSR-Article V, Section 41 B(2)

**SUGGESTED ACTION:**

Staff recommends approval of Request for Extension of Probationary Period for  
Carlos Ramirez (3-months/522 hours)



**Date:** May 27, 2020  
**To:** Civil Service Commission  
**From:** Sylvana Tamura, Personnel Analyst  
**Subject:** **COVID-19 RELATED: REQUEST TO EXTEND PROBATION FOR CARLOS RAMIREZ, ASSISTANT ADMINISTRATIVE ANALYST II**

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Correspondence has been received from Sandra Kennedy, Administrative Officer of the Financial Management Department, requesting approval to extend the probationary period of Mr. Carlos Ramirez, Assistant Administrative Analyst II. Staff has reviewed the request and recommends that the Commission approve an extension for three months or 522 scheduled work hours, in accordance with Article V, Section 41(2) of the Civil Service Rules and Regulations and Section 1.01 B (1) of the Civil Service Policies and Procedures.

Facts for Consideration:

- On January 6, 2020, Carlos Ramirez was hired by the Financial Management Department in the Fleet/Acquisition Division, as a full-time, permanent Assistant Administrative Analyst II.
- The Financial Management Department is experiencing workload reductions due to the closure of City Hall to the public on Monday, March 16, 2020. In response to the COVID-19 pandemic, the City declared this a public health emergency. As a result, the Department saw a reduction of workload at City Hall and Mr. Ramirez was temporarily reassigned to the Department Operations Command (DOC) to assist in their efforts on Wednesday, March 25, 2020. Due to this reassignment the employee has not been able to perform his regular duties as an Assistant Administrative Analyst II. The department believes this has not afforded the employee sufficient and quality training at this time.
- On Tuesday, May 19, 2020, a request to extend probation was received by the Civil Service Department. Per the Civil Service Commission Policy 1.01, Extension of Probationary Period, it states, "requests for extension of employees' initial probationary period must be complete and documented in order to assist the Civil Service Commission in its review of the request." The caveat that requests be submitted at least one month prior to the employee's completion of the initial probationary period has been met. The Policy also states, "the request should contain rationale how and/or why it is believed that the extension of probation may allow the employee to complete probation satisfactorily." Staff also feels this has been met.

## **Agenda Item No. 6**

May 27, 2020  
Civil Service Commission

- As of pay period ending 05/08/2020, Mr. Ramirez had completed 700 hours of the required total of 1044 scheduled work hours.
- On April 27, 2020, an Employee Performance Appraisal was completed for Mr. Ramirez. Mr. Ramirez was also made aware during this evaluation period that a request to extend his probation would be completed to allow for further training under the current circumstances.
- Article V, Section 41 (2) of the Civil Service Rules and Regulations allows an appointing authority to request an extension of an employee's probationary period when an employee has not demonstrated the ability to perform at an acceptable level during the first six months of service in a new classification. It further states that an extension may be granted in three months or 522 scheduled work hour increments. This request also complies with Civil Service Policy 1.01 B(1), which states, "An instance where the probationary training program was insufficient because of lack of work, materials or other unforeseen physical limitation(s) of the job itself (not the employee)."

Mr. Ramirez and the Financial Management Department have been informed that this request is on the Wednesday, May 27, 2020 Civil Service Commission Agenda. A department representative will be present to respond to any questions from the Civil Service Commission and the employee will also be present.



**City of Long Beach**  
*Working Together to Serve*

**Memorandum**

Date: May 19, 2020

To: Civil Service Commission

From: Sandra Kennedy, Administrative Officer, Financial Management

Subject: **Request for Extension of Probation**

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The Department of Financial Management (Department) respectfully requests that the Commission grant a probationary extension to Carlos Ramirez, Assistant Administrative Analyst, in accordance with Section 41, Subsection (2) of the Civil Service Rules and Regulations and Section 101 of the Civil Service Policies and Procedures.

The Department is experiencing a change in workload and duties due to the closure of City Hall to the public on March 16, 2020 due to the City declared emergency as a result of the COVID-19 pandemic. Additionally, many employees in the Department are telecommuting and/or have been reassigned to other work locations. The Department, after thoroughly reviewing staff availability and assignments, has determined it does not have the ability to provide Mr. Ramirez sufficient and quality training. Mr. Ramirez was hired on January 6, 2020 and was reassigned to the Department Operations Command (DOC) on March 25, 2020.

Thank you for your consideration of this request. If you require additional information, please contact me at (562) 570-6688.

ADMIN OFFICER: SK  
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